

# **Employment Tax e-file System Technical Fact Sheet November 5, 2003**

## **TRANSMITTER**

### **Definition**

A Transmitter is a firm, organization, or individual that receives returns and PIN Registrations electronically from clients (EROs, Reporting Agents, or Taxpayers), reformats the data (if necessary), batches them with returns or electronic PIN Registrations from other clients, and then transmits the data to the IRS. A Transmitter does not have signature authority for the taxpayers that it services.

### **Getting Started**

To participate in the Employment Tax e-file Program, a Form 8633, Application to Participate in the IRS e-file Program, must be submitted to the Andover Campus. Form 8633 may be obtained at [www.irs.gov](http://www.irs.gov) or by calling 1-866-255-0654. Mail the completed form to:

Internal Revenue Service  
Andover Campus  
Attn: EFU Acceptance  
Testing Stop 983  
P.O. Box 4099  
Woburn, MA 01888-4099

### **If you have questions, or require assistance completing the Form 8633 –**

Phone: 1-866-255-0654 (toll-free)

### **Obtaining Software**

In order to electronically transmit return data to the IRS, you must use approved software that has gone through the IRS assurance testing process. You can visit our Approved IRS e-file for Business Provider page at <http://www.irs.gov/efile/lists/0,,id=105872,00.html> to get started. If you want to develop your own software, see the Fact Sheet for Software Developers.

### **Cost**

Although the IRS does not charge to participate in the e-file program, there maybe a charge based on which Software Provider you choose to satisfy your business needs. We suggest that you visit our Approved IRS e-file for Business Provider page at <http://www.irs.gov/efile/lists/0,,id=105872,00.html> to select the

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company you would like to use to file your 940/941 returns electronically.

**Acknowledgements**

An Acknowledgment (ACK) File will be returned for each successfully transmitted Return or PIN Registration file. XML transmissions are processed as received, so ACKs will be available as soon as the transmission has been processed, and not follow the once or twice daily “drain” schedule of other e-file programs.

You will receive a single ACK file for each transmission file submitted. Each ACK file will be composed of one or more ACK records, providing an acceptance, or a rejection, for each item in the transmission file. If a return is rejected, the ACK record will contain one or more error conditions for that return, explaining why the return was rejected.